



JOB OPPORTUNITY

CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH STANDARDS BOARD

EXECUTIVE OFFICER

Exempt Position: Level E-99, Salary \$8094 - \$8755 per month (The salary range for the position is expected to increase upon approval of the State budget).

Agency Overview: The Occupational Safety and Health Standards Board consists of seven part-time Board Members appointed by the Governor. The Standards Board is the standards setting agency within the Cal/OSHA Program. As such, the Standards Board is the only agency in the state authorized to adopt, amend or repeal occupational safety and health standards or orders.

Position Overview: The administration of the Standards Board is delegated by the Chairperson of the Board to the Executive Officer who serves at the Board's pleasure. The Executive Officer provides administrative direction to a staff of 14, and coordinates the day-to-day activities of the Standards Board under the general policy direction of the Chairperson and full Board.

Education and Experiences Require: Minimum qualifications include a Bachelor's Degree in a field that would prepare a person for this position or at least five years experience in a management or policy influencing position requiring the performance of duties which would prepare one for the position of Executive Officer at the Standards Board.

Desirable Experience/Qualifications:

Knowledge of:

- Organization and function of California state government
- The Department of Industrial Relations, and State and Federal organizational responsibilities for occupational safety and health
- Broad understanding of the California occupational safety and health program
- Management and organizational principles and practices including fiscal planning and control
- Personnel management principles and practices
- State rulemaking process
- State legislative process

Ability to:

- Address complex program, policy, and administrative issues which confront most state agencies
- Advise the Chairperson and Board Members on a variety of policy and program issues
- Plan, assign, and direct the work activities and projects of multidisciplinary professional and administrative staff for the Standards Board to effectively meet its program goals
- Present ideas, recommendations and information effectively orally and in writing
- Select, supervise, train, and evaluate staff
- Prepare and administer the budgeting and fiscal control processes
- Analyze legislation that affects the Standards Board
- Develop cooperative working relationship with representatives of all levels of government, labor management, the public, and the legislative and executive branches
- Effectively represent the Standards Board to legislative representatives, other local, State, and Federal agencies and associations, as well as the media and the regulated public

Who Should Apply: State employees or persons with the ability to effectively perform high level administrative and policy-influencing functions for an independent part-time Board.

Filing Instructions: All interested applicants should file a standard application (Form STD 678), resume, and a one-page description of applicable qualifications to: John MacLeod, OSH Standards Board, 2520 Venture Oaks Way, Suite 350 Sacramento, CA 95833. Applications will be accepted on a continuous basis. Applications will be screened and only the most qualified will be scheduled for an interview.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.